Jose Alberto Morales
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PROFESSIONAL SUMMARY

I have broad experience in programming and leadership. I am energetic, adaptable, and a fast learner, who can effectively multitask and work in a fast-paced environment. I strive to provide the best work I can while aiming to expand my skill set to deliver better results.

EDUCATION

New Apprenticeship, ITIL Foundations (ITSN), Remote   8/28/22 - 3/20/23

Indio High School, High school Diploma   2018

PROFESSIONAL EXPERIENCE

Warehouse Associate, *Amazon*, Oklahoma City, OK   10/20/20 - 5/13/21

- I kept inventory of all merchandise entering or exiting the warehouse by inputting product information and condition into Amazon's documenting software. This allowed products to be tracked and documented as they were processed throughout the warehouse.
- I identified any missing, lost or damaged materials and immediately notified the supervisor. Damaged materials or products are vital to customer satisfaction. By reporting it, the items would be removed from the processing line, preventing any of the items from being delivered to buyers.
- I collected merchandise from the distribution center and safely transported materials to the shipping bay. As a team leader, by efficiently processing materials as a team, product goals would be met faster.

Chipotle Kitchen Manager, *Chipotle*, Banning, CA   6/12/18 - 8/16/20

- I communicated with Crew members effectively in order to ensure great customer service and throughput.
- I monitored kitchen equipment and ensured it was kept in good repair; making sure malfunctioning equipment is repaired as quickly as possible.
- I filled out Material Safety Data Sheets (MSDS) and Inventory Rotation (FIFO).
- I ensured that the kitchen itself and all Crew members met the necessary guidelines to ensure there were no injuries or accidents.

TECHNICAL SKILLS

HTML, CSS, JavaScript, Node.js, React, Tailwind